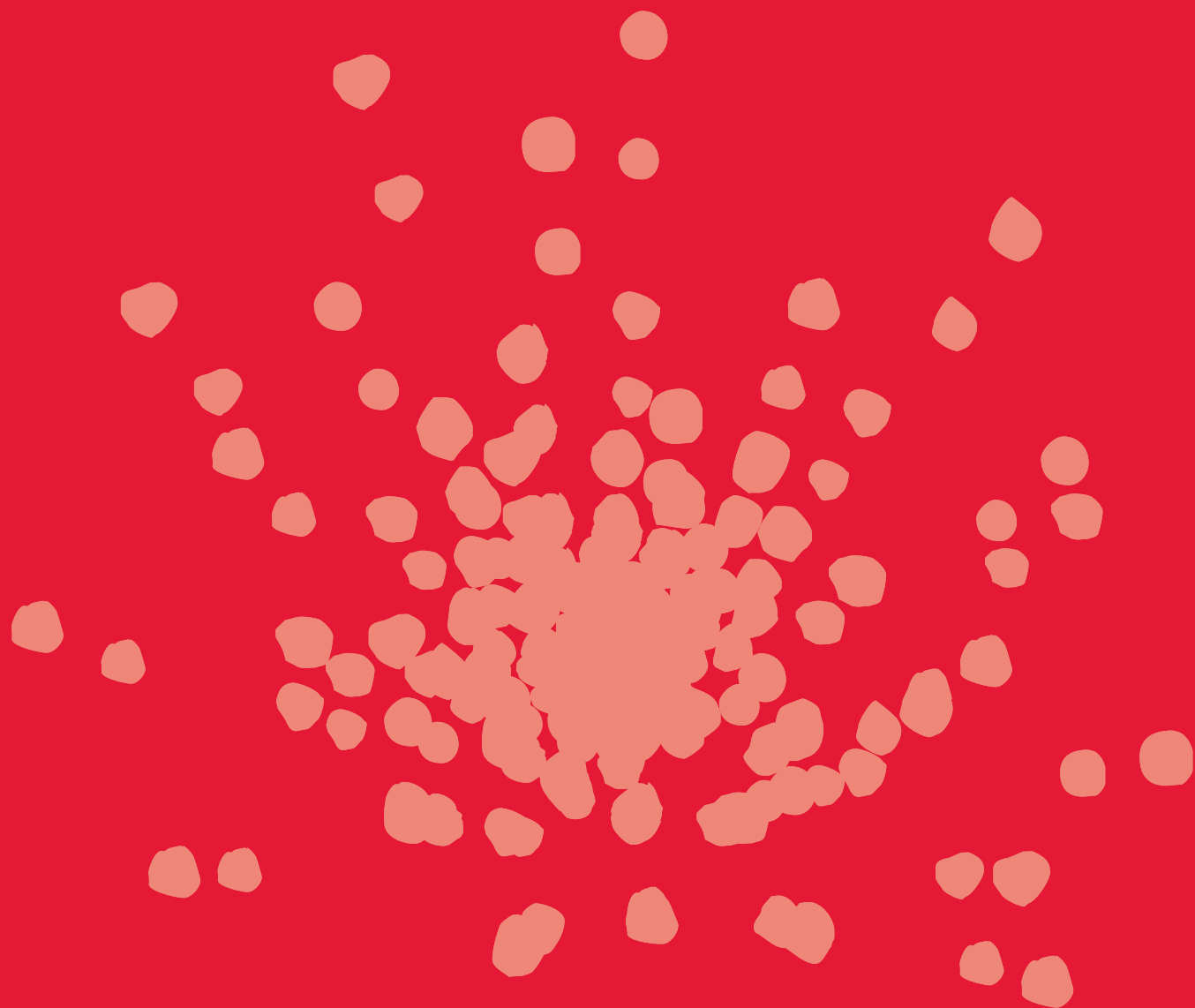


EXHIBITION HANDBOOK 2014



ADELAIDE CONVENTION CENTRE

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Introduction

This Exhibition Handbook has been designed to assist you in ensuring that your exhibition experience at the Adelaide Convention Centre is enjoyable and trouble free. Please read it carefully as it contains information specific to the operating procedures in the Adelaide Convention Centre. Should you require information specific to the exhibition itself, please contact your exhibition organiser directly.

Part One- Venue Information

Part one contains venue-specific information which should be read carefully prior to your arrival on site. Information contained within this handbook will impact upon the way you operate within the centre. Included are the Adelaide Convention Centre's evacuation procedures, exhibition regulations, move in / out information as well as a list of services available to exhibitors.

Part Two- Order Forms

Part two contains order forms for products and services offered by the Adelaide Convention Centre. These forms must be completed and returned to the Adelaide Convention Centre within the prescribed timeframes to avoid late surcharges.

All prices are inclusive of GST and are in Australian dollars, unless otherwise specified. All quoted prices are current at the time of printing and are subject to change. Services will not be provided until full payment has been received prior to your event.

Completed order forms should be forwarded to:

Exhibition Services Department

Adelaide Convention Centre
GPO Box 2669
Adelaide, South Australia, 5001
Australia

Telephone: (+61 8) 8212 4099
Facsimile: (+61 8) 8210 6750
Email: exhibitions@adelaidecc.com.au

All references to ACC mean the Adelaide Convention Centre.

Please take time to read this handbook and familiarise yourself with its contents.

Should you have any queries please do not hesitate to contact the Exhibition Services Department.

Note:

Prior to commencing the organisation of your participation, you must ensure you are familiar with all relevant Work Health Safety Legislation.

Evacuation Procedures

In the event of an evacuation, designated ACC staff will act as fire wardens to assist in the movement of all staff, exhibitors and visitors to the designated assembly point.

The plan on the following page details the fastest and safest path of egress for a large scale evacuation from the ACC in the event of a fire or emergency.

Two distinct alarms will sound once the fire alarm is activated or there is a pending emergency.

First tone

Alert - Beep Beep Beep

Should you hear the alert tone please adhere to the following:

- Prepare to evacuate
- Secure material as necessary
- Switch off all appliances
- Await further instructions

Information regarding the situation will be announced by the senior fire warden through the PA system within the venue.

Should evacuation of the building be necessary a second tone will be heard.

Second tone

Evacuation - Whoop Whoop

Should you hear the evacuation tone proceed immediately to the nearest emergency exit and proceed to the closest emergency assembly point.

Should you hear the evacuation tone:

- Do not use lifts
- Follow staff instructions at all times

Re-entry into the building will not occur until permission has been given by the senior fire warden under the direction of the South Australian Metropolitan Fire Service.

If you discover a fire in the Adelaide Convention Centre:

- Break glass on any of the alarms located throughout the venue
- Advise a staff member of the situation or call security on 8210 6770 from a mobile phone.
- Evacuate - use designated emergency exits only

Emergency phone numbers

(via the internal phone system- phones located throughout the venue)

Security	6770
Metropolitan Fire Service	0000

Please ensure you are familiar with all emergency exits and assembly areas.

Evacuation Procedures

1st Tone - Alert
(Beeeee Beeeee Beeeee)

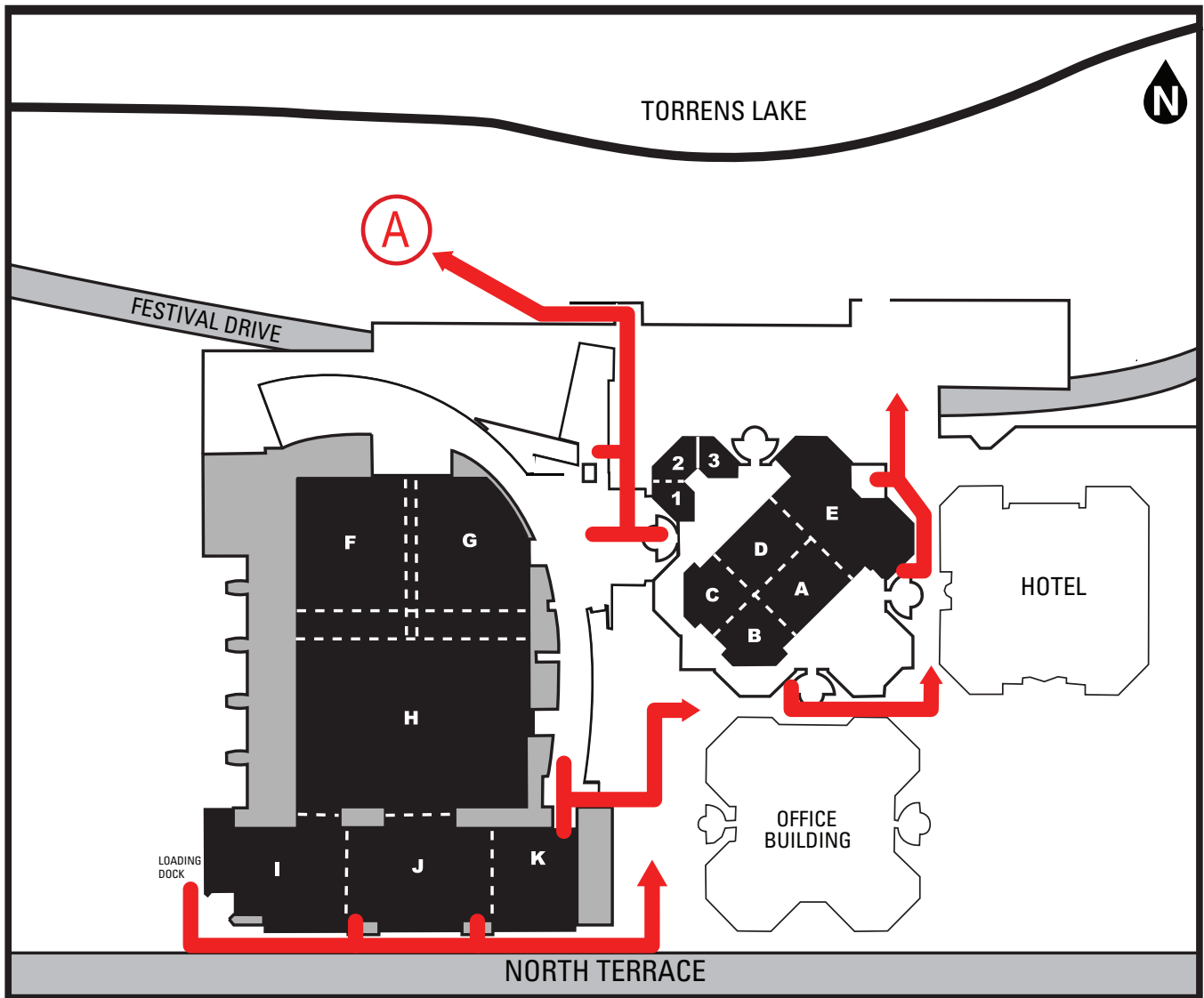
Prepare to evacuate and await further instructions from Centre staff.

2nd Tone - Evacuate
(Whooooo Whooooo)

Do NOT use lifts
Follow staff instructions at all times

Proceed to nearest emergency exit and then to assembly area **A** - lawn on Torrens Lake near boat sheds

PLAZA LEVEL



1.0 Exhibiting at the ACC

1.1 Contractors/ Workers

All persons onsite at the ACC for an exhibition, including external contractors/ labourers/ hired help must complete the ACC's online induction found here: www.adelaidecc.com.au/contact-us/contractor-induction.

To avoid delays, it is encouraged that this online induction is completed prior to arrival at the ACC. Any persons arriving at the ACC without having completed the online induction will be directed to a computer where they must pass the induction to commence any work.

It is the responsibility of these contractors/ labourers/ hired help to ensure they have been inducted and are qualified to undertake work at the ACC.

For information and status regarding this induction please contact: exhibitions@adelaidecc.com.au.

1.2 Deliveries

All exhibitor/ contractor deliveries must be made to the ACC's North Terrace Loading Dock accessed from North Terrace and must be scheduled in with the loading dock supervisor.

Deliveries arriving without a booking or prior to the allocated move in period will **not be accepted**.

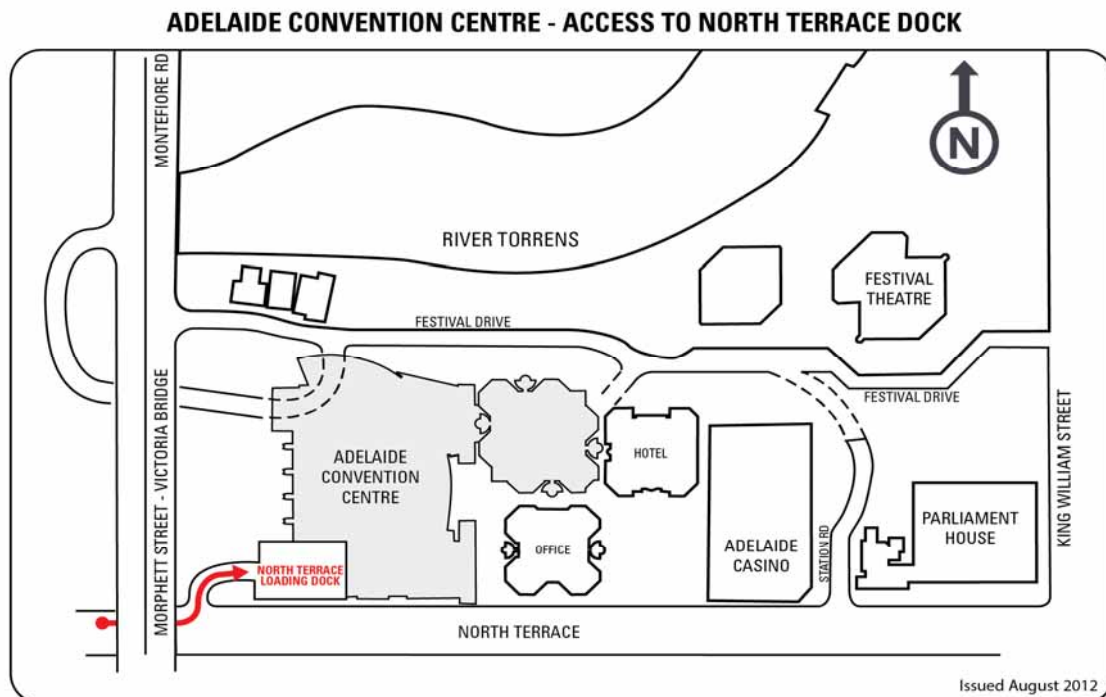
To book in the delivery of your freight please contact;

Loading Dock Supervisor

Tel (+61 8) 8210 6773

Fax (+61 8) 8210 6751

Email northteracedock@adelaidecc.com.au



Important note: If you are having goods delivered by courier, please ensure someone from your company is on site to sign for the goods. The ACC, nor designated representatives will not sign for exhibitor or contractor deliveries. Couriers requiring a signature will be turned away.

Due to space restrictions, there is no onsite storage available at the ACC, please refer all enquiries to your organiser.

It is strongly recommended that any exhibitor transporting freight to and from the ACC use the services of a specialised exhibition focused freight forwarder. This will avoid potential problems with customs, duties, and deliveries outside designated times. The ACC will not accept any responsibility for arranging the freighting of any item or the costs associated therewith.

All airway bills/shipping notes must be clearly marked 'All charges to account consignor'. The ACC accepts no responsibility for any charges associated with the duties, taxes or clearance of exhibitor/ contractor goods.

Any exhibitor/ contractor goods arriving at the ACC should have prior forklifting arrangements – please refer Agility Fairs & Events- details section 1.4.

Pallet lifters and trolleys are provided on a complimentary basis to all exhibitors. These are located in the loading bay and are available on a first in, first served basis.

1.3 Exhibitor Move In and Move Out

To ensure a trouble-free build, exhibitors and stand contractors must adhere to the access times specified by the event organiser. Access into the exhibition space prior to the scheduled time will not be permitted.

A limit of twenty (20) minutes per vehicle applies to all vehicles using the North Terrace Loading Dock.

No person under the age of 15 years is permitted to access the ACC exhibition halls and loading dock during the designated move in and move out periods.

In accordance with liquor licensing requirements, the supply and consumption of alcohol is not permitted inside or outside the ACC and its loading bay during an exhibition build, breakdown, move in or move out.

It is a requirement of the ACC that enclosed footwear (ie – no thongs, sandals or open toed shoes) be worn during the move in and move out of an event.

Move out or breakdown prior to the scheduled time will only be permitted with the consent of the event organiser and ACC.

ACC Security reserves the right to inspect any vehicle before, during and/or after an event.

1.3.1 Courier Collection of Goods

Exhibitors who have arranged for couriers to collect their goods must ensure all items are clearly labelled with

Destination
Company name
Courier name
Have a completed consignment note attached.

These items must be collected at time of move out where possible. If this is not possible good must be collected between 8.00am and 4.00pm the following business day. Any goods not collected by this time will be removed at the cost to the individual exhibitor. The ACC accepts no responsibility for goods left behind after the closure of an exhibition.

All items left at the ACC for next day collection must be moved to the North Terrace Loading Dock by the exhibitor in accordance with the directions from the Exhibition Floor Manager.

1.4 Freight Forwarding/ Logistics Information

Agility Fairs & Events is the preferred logistics supplier at the ACC. Agility provides a comprehensive freight handling/ logistics/ customs clearance/ forklifting service and should be contacted directly to make the necessary arrangements.

Agility Fairs & Events

Tel (+61 3) 9330 3303

Fax (+61 3) 9330 3337

1.5 High Visibility Safety Clothing

It is a requirement of the ACC for all persons working within the venue during the move in (build) and move out (breakdown) of an exhibition to wear a florescent high visibility safety vest or high visibility clothing compliant with AS4602.1:2011.

Important note: Exhibitors must provide their staff and contractors with hi visibility vests.

A limited number of Hi Visibility vests are available for sale from the ACC customer relations desk at a cost of \$5.00 each. This stock is not guaranteed, so provision should be made prior to you coming on-site.

Exhibitors and contractors will not be permitted in the venue unless high visibility clothing is worn.

Please contact your event organiser for further details.

1.6 Recycling and Waste Disposal

As a Gold *EarthCheck* certified green venue, the ACC promotes the responsible disposal and subsequent recycling/ re-using of all materials. It is the responsibility of the stand holder/ appointed contractor to ensure waste is sorted into the correct bins provided on the exhibition floor. Contaminated bins will not be collected and subsequently additional charges will apply. These bins are strictly for exhibition materials and are not to be used for the dumping of exhibition stands.

The ACC does not provide dedicated waste disposal/ recycling facilities for individual custom stands. Should you wish to dispose of custom stands or any large items, please contact the Exhibition Services Department to arrange for skips- charges will apply.

1.7 Removal of Goods

Goods must be collected from the ACC during your designated move out period. If this is not possible goods must be collected between 8am – 4pm the following business day.

Where suitable arrangements have not been made, the ACC reserves the right to remove the said items from site twenty four (24) hours from the conclusion of the event. All incurred cost will remain the responsibility of the concerned party.

2.0 Exhibits Requiring ACC Approval

2.1 Animal and Livestock Displays

No animals or pets, with the exception of seeing eye or hearing dogs, are permitted in the venue except as an approved exhibit, activity or performance requiring the use of animals.

Application to the ACC for the display of animals and/or livestock must be sought in writing no later than fourteen (14) days prior to the exhibition move in.

All animals must be kept on a leash or in a secure pen under the control of a dedicated handler at all times in compliance with the Animal Welfare Act 1985 and Prevention of Cruelty to Animals Regulations 2000.

2.2 Fire Regulations

All fire regulations and evacuation procedures must be complied with at all times.

Where the use of a naked flame or material of a highly flammable nature is intended for use within the ACC, permission to use such materials must be sought in writing from the ACC no less than fourteen (14) days prior to move in. If permission is granted, it may be deemed necessary for the ACC to provide, at the user's expense, a fire warden to be present at all times when the building is occupied.

No material or device of an explosive nature may be brought into the ACC without prior written approval from ACC management.

No equipment, fittings or materials may be placed in any aisle or in such a position where the access to any designated exit is in any way obstructed. ACC staff will remove any items should they not comply with fire regulations or be considered an obstruction.

2.3 Floor Loadings

All floor areas within the ACC have loading limits per square metre which can be found in the Venue Information Table at the back of this handbook. Any piece of equipment, display, vehicle, or machinery to be displayed inside the ACC which weighs over 5 tonne (including transport vehicle) must be approved by ACC management no less than twenty one (21) days prior to move in.

The following information should be provided to the ACC and event organiser;

- The dimensions of the base of the item;
- The gross weight of the item;
- Pictures and/or diagrams of the item;
- Indication on an approved floorplan the exact position where the item is to be located.

The ACC can request a written engineer's report on the said item at any time. All associated costs remain the responsibility of the exhibitor/contractor.

2.4 Food and Beverage Sampling

The ACC has sole rights for the sale and distribution of food and beverage for consumption on-site. Any exhibitors wishing to distribute any food or beverage samples must seek prior approval from the ACC.

The ACC permits the distribution of food stuffs used as a means of demonstrating any plant or equipment forming part of an exhibition or product manufactured or supplied by the exhibitor. Please note the sale of these items is not permitted.

Should exhibitor giveaways not meet with the ACC's guidelines an External Supply Charge of \$250.00 will apply.

The ACC reserves the right to remove any food or beverage not supplied or authorised in writing by ACC.

2.5 Helium Balloons

Exhibitors planning to use helium balloons as part of their exhibit must obtain prior consent from the ACC. There is a minimum charge of \$200 to remove loose balloons from the ceiling of the venue.

2.6 LPG Cylinders

Any exhibitor wishing to use LP gas or flammable liquids must seek prior approval from ACC management, a minimum of fourteen (14) days prior to tenancy.

A LPG cylinder, its regulator and valves must not be accessible to the public and must be protected against accidental damage during its operation by being suitably tethered to prevent the cylinder from falling over. Cylinders are to be disconnected at the conclusion of the exhibition each day and are to be reconnected prior to the opening the following day.

Cylinders must be tested, stamped and approved for use as per relevant standards.

A 2.1kg AB (E) dry powder fire extinguisher is to be provided for each appliance using LP gas or flammable liquids and positioned in a readily accessible location in accordance with the appropriate Australian Standards.

2.7 Motor Vehicle Displays

For any vehicle to be part of an exhibition, the event organiser and the ACC must be notified of its planned delivery/arrival no later than fourteen (14) days prior to the move in, together with details of fuel type, fuel capacities, dimensions and weight.

All LPG fuel tanks must be isolated from the vehicle's engine by closing the 'service tap' on the fitted fuel tank.

The ACC is unable to provide washing facilities within the boundaries of the ACC; therefore all vehicles must be washed prior to arrival onsite.

Drip trays must be provided for all vehicles displayed within the venue, regardless of age. Charges will apply for any damages incurred to ACC floorings.

The exhibitor is responsible for driving the vehicle from the loading dock to the area of display and vice versa. A spare set of keys must be provided to ACC security on arrival.

2.8 Multiple Storey Stands

All multiple storey constructions must be approved by the ACC a minimum of four weeks prior to the commencement of the exhibition. Submissions should include full dimensioned plans and elevations and detail all features, including all access/egress points and stairways and also certification from a structural engineer, detailing the maximum allowable load capacity of the structure. These submissions must be accompanied by a completed Form 9- Custom Stand Design Appraisal.

Once construction is completed a structural engineer must certify the structures compliance with the Building Code of Australia and copies of the appropriate handover certificates forwarded to ACC management prior to the opening of the exhibition. The maximum number of persons permitted on the upper storey of the structure must be displayed at floor level and strictly monitored for the duration of the event.

Any stand with a roof or ceiling structure over 9m² may require additional fire protection equipment, such as the fitting of a smoke detector and portable A:B:(E) dry powder fire extinguisher. The size and number of each will be specified by the ACC during the appraisal process.

In some cases an extension of the existing fire sprinkler system may be required.

2.9 Stand Construction

The design and construction of exhibition stands and temporary structures must:

- Be structurally sound;
- Include a means of exit;
- Comply with the requirements of the Disability Discrimination Act 1992 (DDA).

Materials used for construction or display purposes must be:

- Non-combustible ;
- Made of self extinguishing plastic (if applicable);
- Flame proof fabric (if applicable);
- Rendered 'flame resistant' by an acceptable process of impregnation if manufactured from plywood, hardwood, pulp board or fibreboard.

All canopy/roof structures must be made from a permeable material to ensure the flow of water from the venue's sprinkler system is not inhibited.

All corners on aisle and walkways must be rounded (no sharp corners) and tapered down from stand floor level to the building floor level.

All aisle ways must be kept clear from obstruction and fire exits must have direct and clear access. Sight lines for exits lights must not be compromised.

2.9.1 Structures greater than 3.0 metres in height

These structures may require:

- Certification by an Engineer; and/or
- A submission in writing or CAD format (i.e. 'dwg' or 'dxf' files) to the ACC.

All such structures will be checked by the ACC for stability prior to the opening of the exhibition. Structures deemed to be unstable must be modified or removed from an exhibition at the exhibitor's expense.

2.10 Stand Flooring

All raised floors, ramps and steps / stairs must comply with the relevant sections of the Australian National Construction Code (NCC), Disability Discrimination Act 1992 (DDA) and applicable Australian Standards (AS).

Considerations should include ramped edging for stands with a raised temporary floor, and the provision of handrails and ramps for the mobility impaired.

3.0 Services provided by the ACC

The Adelaide Convention Centre has recently implemented a new online ordering tool for exhibitors wishing to order ACC provided products and services on their stand via the internet. The online ordering tool which has been developed to save time and streamline the ordering process for all exhibitors, provides the opportunity for exhibitors to book audio-visual, catering, telecommunications, cleaning and car park passes.

To take advantage of this service please go to www.adelaidecc.com.au and follow the links. Alternatively contact your event organiser for your customised link to the service porthole or complete the forms at the rear of the handbook.

Please note that late orders cannot be guaranteed and will attract a late surcharge. Refer to order forms for more details.

Once a signed confirmation has been received by the ACC you will be forwarded a pre event Invoice and a hyper link to the ACC's payment gateway. Please click on this link and follow the prompts.

For those not wishing to pay online please contact the Accounts Receivable Officer on +61 8 8210 6714 and arrange your payment.

No services will be provided until full payment is received.

3.1 Audio Visual Services

The ACC has one of the largest stocks of audio visual and lighting in South Australia and is able to offer this service for your stand. Should you wish to utilise this service please contact the Exhibition Services Department to arrange a detailed quotation.

Should you choose to use externally sourced audio-visual equipment it is subject to electrical testing and tagging regulations (Refer 4.2). If equipment is found to be non-compliant, the equipment will be removed from the venue, at the exhibitor's expense.

3.2 Communication Services

The ACC is responsible for the provision of and maintenance of all communication services provided within the venue.

When booking communication services for a site, please notify the ACC of any flooring to be installed as this can impact upon floor based services.

3.2.1 Telephone & Facsimile Services

All communication lines at the ACC are analogue and provided via the venue's PABX system.

All lines require you to dial '0' to obtain an external line. For EFTPOS services, please contact your bank prior to the event to inform them that there will be a '0' at the beginning of the incoming phone number.

In the case of facsimile or EFTPOS services, it is the responsibility of the exhibitor to arrange for the supply of a facsimile machine, EFTPOS terminal, which complies with current ACA regulations.

When the primary use is indicated on the order form as 'phone', a complimentary analogue telephone handset will be provided.

Notification of your allocated telephone number/s will be via email on your exhibitor services agreement prior to the commencement of your event. Please complete *Form 6- Phone Line Order*.

3.2.2 Broadband Internet Services

A range of high-speed internet services can be provided to suit your requirements. When booking these services you will need to be aware of the following details and requirements.

All services utilise Dynamic Host Configuration Protocol (DHCP) which allows most computers to connect to the service automatically. The ACC will install a cable to the requested location terminated with a standard ethernet (RJ45) connector. The service is tested on installation with a Fluke ethernet tester and certified to be working.

Broadband services are charged at a daily rate which is inclusive of a single connection per service and enables you to use one service in multiple locations. A fee will be incurred per additional location. All relevant charges are detailed on Form 7 - *Broadband Internet Order Form*.

All broadband services are symmetric connections – download and upload speeds are the same.

The ACC does not provide onsite computer support.

These services are **not** provided with any type of firewall. The ACC accepts no responsibility for any viruses or computer security breaches a client may encounter while connected to the internet.

3.2.3 Wireless Internet Services

Complimentary Service

Free wireless internet (Wi-Fi) is provided throughout the ACC and is ideal for checking emails and basic web browsing. You can access this service by simply entering your email address when prompted. Actual bandwidth for this service is dependent on the number and concentration of users at one time. Maximum speed is capped at 256kbps per connection. This service is not suitable for video streaming, VPN connections, peer to peer file sharing or applications such as Facetime or Skype.

Casual Use Service

Where a greater bandwidth is required, blocks of time for wireless internet can be purchased from the Customer Relations Desk or Regattas Bistro. You will be issued a log in and password for you to enter into your mobile device. These services must be purchased on-site and may not be pre ordered.

- 1 hour block - \$10.00
- 24 Hour block - \$24.00

This service provides for general use such as checking of email and general web browsing, with the added benefit of supporting VPN connections, video streaming, and applications such as Facetime and Skype. The network connection will log off after 15 minutes of inactivity.

Connection & Security

Persons purchasing these services must supply their own mobile device with wireless network capability. The ACC will provide access information and passwords, however does not provide onsite computer support.

It is assumed that clients purchasing this service are able to configure their own computer.

The wireless standards IEEE 802.11g, IEEE 802.11a and IEEE 802.11n are used at the ACC.

Services are **NOT** provided with any type of firewall. The ACC accepts no responsibility for viruses or security breaches that may be encountered while using the service. Security of individual computers remains the responsibility of the end-user when connected to the internet.

The ACC can detect sources of abuse and/or network interference and reserves the right to deny access to any device with no notice. No refund or recompense will be provided in this case.

3.3 Car Parking

The ACC operates the Riverbank and North Terrace car parks, which are open 24 hours per day, 7 days per week. The Riverbank car park is accessed via Festival Drive whilst the North Terrace car is accessed off North Terrace and is situated immediately below Halls I, J & K.

Both car parks are fitted with video surveillance camera systems and security patrols these areas every afternoon and night, weekdays and 24 hours per day on weekends and public holidays.

A ticket must be pulled upon entry into the car park and scanned prior to exiting at one of the numerous pay stations located on each level. Payment can be made with cash or credit/ debit card*. EFTPOS facilities are not available. * A surcharge is applicable to card payments.

Public parking

The following rates are applicable to each car park and all prices are GST inclusive.

Time	Charge
0 – 1 hour	\$5.00
1 – 2 hours	\$8.00
2 – 3 hours	\$12.00

Maximum of \$26.00 per twenty four hour period.

Early bird parking

\$13.00 Every Day Entry between 5.30am and 9.30am and exit between 2:30 and 6.30pm. Outside these times casual rates apply up to a maximum of \$26.00 per twenty four hour period.

Car park Height Restrictions

North Terrace car park entrance height	2000mm
Riverbank car park entrance height	1960mm

3.4 Food and Beverage

The ACC has sole catering rights for the sale and distribution of any article of food or drink for consumption on-site.

Catering requirements should be confirmed no later than fourteen (14) days prior to the commencement of the event move in.

Forty eight (48) hours notice for order cancellations is required. If cancellations are received after this time, the full charge will apply.

Once onsite, ACC catering staff will liaise directly with the nominated contact to confirm all requirements for the event.

Any exhibitors wishing to distribute any food or beverage samples must seek prior approval from ACC management to meet ACC's ISO 22000 Food Safety Standards.

3.4.1 Exhibitor Sampling Guidelines

Guidelines for the distribution of sample servings of food and beverage are as follows:

- Samples must be given away free of cost to the patron;
- Samples must be items the registered exhibitor wholesales in the normal conduct of their business or are produced by equipment used in the normal conduct of their business;
- Portions MUST be of a tasting style and size only:
 - Food – bite size;
 - Beverage – alcoholic and non-alcoholic liquid portions must be no larger than 50ml;
- All tasting utensils and vessels provided by the exhibitor MUST be single use items and disposed of immediately after use.

Should exhibitor giveaways not meet with the ACC's guidelines an External Supply Charge of \$250.00 will apply

The ACC permits the distribution of food stuffs used as a means of demonstrating any plant or equipment forming part of an exhibition or product manufactured or supplied by the exhibitor. Please note the sale of these items is not permitted. Please refer to Form 8- Food & Beverage Sampling Request and Food Release.

3.4.2 Stand Incentive Catering

The ACC offers a large selection of incentive catering options. Please complete and return the Form 2- Exhibitor Catering Order Form no later than fourteen (14) days prior to the commencement of the event.

Incentive catering items such as cappuccino, milkshake, popcorn and slurpee machines are provided inclusive of service staff (1 x staff member is provided per machine where required).

All incentive catering must be contained within your stand area and not protrude into the surrounding aisles.

Certain exhibitor catering options have requirements relating to the build of a stand. Please ensure your stand is built to include these requirements detailed below.

It is the responsibility of each exhibitor to ensure all non-disposable ACC equipment is accounted for upon collection from the stand. The cost of any lost or damaged equipment will be charged to the exhibitor. A signature will be required upon delivery and collection of all ordered goods.

An "External Catering Charge" will be applicable to any sourced product or equipment brought into the venue.

3.4.3 ACC Supplied Coffee Machines

Detailed below are the minimum requirements for all group head coffee machines provided by the ACC.

1 x 15 amp power for coffee machine

1 x 10 amp power supply for refrigerator

1 x 60mm hole at the rear left hand corner of the bench for provision of water, waste and power.

It is the responsibility of the exhibitor to order the required power from the appointed exhibition company.

Adequate storage under bench to accommodate water bottles, waste container and consumables.

Bench dimensions

Width: 13000mm

Depth: 700mm

Height: 1000mm

Refrigerator dimensions

Width: 570mm

Depth: 600mm

Height: 810mm

Any alterations to these specifications should be confirmed with the venue prior to the commencement of the event.

3.4.4 Food Handling and Food Handlers

It is the responsibility of the exhibitor to be fully self-sufficient in terms of storage and service equipment specific to their food and/or beverage sampling.

Exhibitors, when ordering beverages, must consider arranging facilities to refrigerate/chill beverages.

3.4.5 Food Regulations

All exhibitors supplying and displaying food as a part of their exhibit will be responsible for complying with relevant standards.

Further information is available from www.foodstandards.gov.au or contact Food Standards Australia New Zealand on (+61 2) 6271 2222.

3.4.6 ISO 22000 - Food Safety Management System

As a condition of entry for all staff and contractors of the ACC, it is important for you to be aware of the food safety system which exists within the ACC. All staff that are working near, above or in contact with food must obey the policies and procedures that form part of this system.

For all other staff working with or near food, the following must be considered;

3.4.6.1 Cross contamination

Cross contamination is the result of poor hygiene and handling of food and utensils, trolleys, crockery and cutlery, benches and all other items that may directly or in-directly come in contact with food. It can be in the form of microbiological contamination, when bacteria passed from one item to another, or chemical/allergen contamination, for example; if a person touches seafood and then touches chicken, this includes splashing and or small particles.

3.4.6.2 Physical contamination

Physical contamination can take the form of hair, jewellery, bodily fluids, pests, dirt/dust etc. Particularly with service staff it is important to be vigilant when around food. Check to make sure no unwanted contaminants have found their way near or on the food.

3.4.7 Container Deposit Legislation (CDL)

If you supply any beverages in a sealed container at an event, you must be aware that South Australia has a container deposit scheme.

Any beverage container covered by CDL, that is sold or given away at an event, must display an approved refund marking and be compliant with EPA regulations. This includes bottled water, juice and tetra pack containers.

Failure to comply will result in enforcement action by the EPA which may include one or more of the following:

- The immediate withdrawal of the beverage/s from distribution,
- The issue of an Environment Protection Order to prevent the distribution of the container until such time as it is approved,
- Expiation Notice - \$360 or prosecution.

Relevant legislation: **South Australia Environment Protection Act, 1993 – Part 8, Division 2**

3.4.8 Supply of Plastic Shopping Bags

The Plastic Shopping Bags (Waste Avoidance) Act 2008 prohibits the supply by exhibitors of single use plastic shopping bags with handles that have a manufactured thickness of less than 35 microns.

Failure to comply will result in enforcement action by the EPA which may include one or more of the following:

- The immediate withdrawal of the bags from distribution,
- Expiation Notice - \$375 or prosecution.

Relevant legislation: **South Australia Plastic Shopping Bags (Waste Avoidance) Act 2008**

3.5 Rigging & Lighting

The ACC has exclusive rights to perform rigging within the venue. All items must be designed and constructed to approved regulations and may only be rigged by certified ACC staff.

All requests for suspended display material must be submitted to the ACC and must be received no later than fourteen (14) days prior to the commencement of your exhibition.

Important note: All requests for suspended display material must be received no later than fourteen (14) days prior to the exhibition build. A late order fee of 25% will apply.

Any item deemed unsafe for rigging by the ACC will not be rigged. The exhibitor will remain responsible for any costs incurred.

3.5.1 Standard Banner Criteria

Standard banner rigging can be ordered through Form 5. For clarification on a standard banner, please the Exhibition Services Department. If your item is not a 'Standard Banner', normal rigging charges apply. A representative from the ACC will contact you to discuss your options and forward a detailed quotation and plan.

Please refer to *Form 5- Standard Banner Rigging Order Form*.

3.5.2 Important Conditions

All items must be rigged within the perimeter of your site.

Important note: All banners requiring rigging must be received by the ACC no later than three (3) days prior to the build dates of your exhibition with the appropriate banner delivery label attached.

Late banner orders cannot be guaranteed and will be subject to access to required hanging points. Should a banner arrive late and be able to be rigged a 25% fee will apply.

Items to be rigged must be delivered on the date specified by the ACC. Failure to do so may result in the items not being suspended. All items are to be clearly marked using an ACC banner delivery label and marked to the attention of **'TECHNICAL SERVICES'**.

For precise positioning of standard banners, a detailed plan is to be provided with *Form 5- Standard Banner Rigging Order Form*. If an item is not location specific, ACC staff will determine the most accessible hanging location.

Where a precise positioning is requested, this will be assessed, and depending on accessibility, may result in the item not fitting the 'standard banner' category. In this situation the ACC will contact you as additional rigging charges may apply.

Upon confirmation of your booking you will be allocated a time at which your rigging is to occur. It is expected the item to be rigged will be present and ready to hang. Failure to do so may result in the rigging being rescheduled, should time permit. Any incurred cost will remain the responsibility of the exhibitor or appointed contractor. Should ACC staff not be able to reschedule your rigging, your item will not be suspended.

3.6 Security

The ACC is part of the South Australian Government Protective Security Management Framework and has sole rights to provide all security within the venue and does not allow clients or exhibitors to engage external security firms to operate within the venue.

ACC security conduct regular patrols of the complex 24 hours per day, 7 days per week and will be present for the duration of the move in and move out of your exhibition. This service is provided free of charge.

ACC security guards are trained in all facets of the venue's evacuation procedures, first aid, fire warden duties and can help with information regarding location of facilities and general day to day operations.

The care of all goods and equipment brought onsite to the ACC are the responsibility of the exhibitor. The ACC accepts no responsibility for the loss of any goods.

Should you require additional security for your exhibition stand, please contact the Exhibition Services Department. The ACC must receive this request (14) days prior to the commencement of the move in.

Whilst ACC Security will endeavour to maintain the venue as a safe and secure place, it is the responsibility of the individual to ensure items are not left unattended and are secure at all times.

3.7 Stand Cleaning

General cleaning is included in the cost of the room hire to the exhibition organiser. Should you require specific stand cleaning please complete and return Form 3 – Stand Cleaning Order Form.

While the greatest care will be taken in the cleaning of exhibitor stands, the ACC will not be held responsible for any damage to an exhibitor or their contractors stand, furniture, product or signage.

3.8 Utilities

Access to water, sewage and compressed air is available throughout Halls F, G & H only. Please indicate your requirements on *Form 4 - Utilities Order Form* and you will be contacted by a representative from the Exhibition Services Department.

Considerations should be made in preliminary discussions with your event organiser regarding the location of your stand to ensure the services you require are available. Services will not be distributed over aisle ways.

It is the responsibility of the exhibitor to provide the connection and subsequent equipment from the service pit. A pit access fee applies to all services.

3.8.1 Water Connections

Specific access pits are available for exhibitor use when cold water and waste systems are required.

Water is provided at a flow rate of 30 litres per minute in each designated floor pit. A waste outlet with a discharge rate of 42 litres per minute, hot or cold, is also provided with this service. If water is required at a greater flow rate, exhibitors will need to contact the ACC to discuss their requirements.

Exhibitors requiring a water connection must provide a ¾" BSP female connection to fit a threaded ball valve. The maximum diameter of the waste drain is 50 mm (2").

3.8.2 Compressed Air Connections

The ACC can provide normal industrial quality, dry air through the pit system in halls F, G & H, at 640 Kpa/ 90 Psi. Should a higher pressure be required exhibitors must contact the ACC to discuss their requirements.

It is the responsibility of the exhibitor to provide their own regulators, filters and lubricators as well as a 15mm (½") male BSP fitting.

Pit connection charges are for access only. They do not include the installation of the service or additional equipment.

Application to use these services must be received by the Exhibition Services Department no later than fourteen (14) days prior to the move in.

4.0 General Information

4.1 Care of Venue

No attachment, fitting, fixture or defacement is to be made to the flooring, ceiling, internal or external walls of the building, nor is any ladder or other device to be affixed to, or suspended from, any overhead structure without prior consent of the ACC. No nail, screw or other device is to be driven into, nor are holes to be made, in any part of the building or its equipment. Suitable protection sheets must be used when painting anything within the venue.

Other display material (i.e. - loose materials, such as hay, straw, wood chips, bark, etc) must be positioned on suitable protection sheets. It is the responsibility of the exhibitor/contractor to provide protection sheets and ensure these materials are removed at the conclusion of the exhibition. Cleaning and maintenance charges apply and will be at the discretion of the ACC.

4.2 Electrical Testing and Tagging

All electrical equipment entering the ACC must comply with the Australian Standards and South Australian Occupational Health, Safety and Welfare Act 1986. This Act covers all electrical equipment used in the workplace, including equipment brought in to the building by contractors or third parties. The outward sign of compliance with the Act will be the equipment's electrical test tag, compliant with relevant standards.

The ACC reserves the right to remove or replace, at the contractors or exhibitor's expense, any electrical equipment not complying with the Act or deemed to be unsafe power cords which are detachable, such as IEC leads, extension leads and power boards are separate items and need to be tested independently from the equipment they are supplied with.

To have your items tested and tagged please contact your local electrician, or arrange for an electrical contractor to visit you onsite.

4.3 Exhibition Lighting

All halogen tube light fittings used within an exhibition shall be fitted with safety glass to minimise the risk of fire.

4.4 First Aid, Medical and Emergency Facilities

First aid facilities are available to all users of the ACC with qualified first aid staff readily available.

A First Aid Room is located adjacent to the Customer Relations desk at the main entrance and is staffed twenty four (24) hours a day.

All near misses, injuries or illnesses that occur on site are to be reported to an ACC staff member immediately and an Accident/Incident Report Form completed with a copy provided to the ACC's Work Health Safety Manager.

4.5 Venue Carpet

All halls within the ACC are covered with 1000mm x 1000mm charcoal grey carpet tiles. These are not to be lifted or removed without the written approval of ACC management. This includes for the purpose of running cabling and or laying of raised flooring.

Where power is distributed from a floor pit a cable tray should be used. Companies responsible for the distribution of electrical services within an exhibition shall be responsible for the provision of their own cable trays.

No vehicles or load shift machinery is permitted on any carpeted floor due to their potential to damage the carpet without the written approval of ACC management.

When large vehicles or heavy machinery is positioned in the halls or foyers, the exhibitor shall be responsible for providing protective materials to lay on all carpeted areas so as to cover the entire track that will be taken by the vehicle.

4.6 Forklifting

Agility Fairs & Events is the preferred contractor supplying forklifting services at the ACC. All forklifting requirements should be referred to Agility Fairs & Events:

Agility Fairs & Events

Contact Angus Robertson
Tel (+61 8) 8210 6773
Fax (+61 8) 8210 6751
Email northerracedock@adelaidecc.com.au

Both clients and stand builders are free to engage their own supplier for fork lifting services. However, should this be the case please note that the appointed operators or contractors will be required to:

- successfully complete the ACC's Online Contractor Induction (and building contractor induction if site conditions necessitate);
- provide a copy of its Public Liability Insurance Certificate of Currency;
- provide proof of compliance in terms of licensing requirements;
- pre-schedule all deliveries with the ACC's nominated representative, including deliveries of forklifts; and
- agree to the removal of all equipment, including forklifts, during show hours and at the conclusion of the event.

All keys for forklifts/ scissor lifts/ boom lifts are to be given to the ACC Loading Dock Supervisor while not in use.

All clients and stand builders wishing to bring in their own fork lift must complete Form 10- Forklift Approval Form and return to the exhibitions department no later than 14 days prior to their event.

4.7 Insurance

All exhibitors are responsible for their own insurance, including public liability. Exhibitors must provide to a copy of their insurance policy and certified currency upon request.

It is also recommended that all exhibitors liaise with their exhibition organiser to determine the minimum public liability policy required to exhibit at the event.

Companies responsible for bringing any item into the venue which causes any damage to the ACC or injury or damage to any property or person, either directly or indirectly will be held responsible for the damage or injury.

Exhibitors/contractors shall indemnify the ACC against all claims and all losses, costs, liabilities and expenses incurred by the ACC, arising wholly or in part from an act or omission of themselves or their employees, agents, contractors and guests.

4.8 Work Health Safety

All exhibitors and their appointed contractors must comply with the current Work Health Safety (WHS) Legislation including SA Work Health and Safety Act 2012 and SA Work Health and Safety Regulations 2012.

Where the Adelaide Convention Centre's Health & Safety Manager or their delegate brings to the attention of the exhibitor or contractor a concern in relation to safety, the party concerned shall immediately take all necessary steps to rectify such breach.

The event organiser, exhibitors and their appointed contractors must comply with the following requirements in respect to Work Health Safety:

- Ensure all staff working at the ACC have completed the online induction via the ACC website. www.adelaidecc.com.au
- Ensure all contracting staff and sub-contractors have received all information relevant to operating safely on the ACC site.
- Ensure safe systems of work for services being provided (including but not limited to licenses, lock out procedures and safe work procedures).
- Control of all identified hazards associated with the systems of work as far as it is physically practicable.

Assistance with your obligations or any queries can be obtained from:

WorkCover Corporation of South Australia

+61 13 18 55

www.workcover.com

SafeWork SA

+61 1300 365 255

www.safework.sa.gov.au

4.9 Risk Assessments

Risk assessments and/or safe work method statements may be requested by the ACC for specific activities conducted within an event or for high risk work performed by event contractors. Your exhibition related risk assessment should be forwarded to your organiser prior to your arrival at the ACC.

4.10 Power Requirements

All power requirements should be ordered through the appointed exhibition contractor. The ACC will not be responsible for the distribution of electricity within an exhibition.

All enquiries should be directed to your organiser.

4.11 Smoking Policies

The ACC is a non-smoking venue. Smoking is permitted at designated areas outside the venue.

4.12 Substance and Waste Disposal

Under no circumstances will any chemicals be disposed of into the ACC's drainage system. Persons found disposing of chemicals this way may be liable for prosecution under the Environmental Protection Act 1993.

All waste chemical substances and paints must be contained, taken offsite and disposed of in an appropriate manner. For further information please visit www.epa.sa.gov.au/waste

4.13 Trade Promotions

Any competition/trade promotion lottery in which the winners of the lottery are determined by an element of chance (i.e. random draw, instant win) must be conducted in accordance with the trade promotion lottery rules set in the South Australian Lottery and Gaming Act 1936 and Regulations 1993.

If the total value of all prizes in the lottery is \$5000 or less, a trade promotion lottery licence is not required however the lottery must be conducted in accordance with the trade promotion lottery rules.

For further detail visit www.olgc.sa.gov.au

VENUE INFORMATION TABLE



VENUES

	Hall A	Hall B	Hall C	Hall D	Hall E	Hall F	Hall G	Hall H	Hall I	Hall J	Hall K	Foyer F	Foyer G	Foyer H
Maximum Ceiling Height	12 m	9 m	9 m	12 m	9 m	10.4 m	10.4 m	10.4 m	9.9 m**	9.9 m	9.9 m	16.1 m	11.2 m	6.1 m
Minimum Ceiling Height	2.4 m	2.4 m	2.4 m	2.4 m	2.4 m	10.4 m	10.4 m	10.4 m	6.1 m**	7.8 m	7.1 m	4.4 m	5.8 m	5.3 m
Maximum Entry	3600 W x 4000 H					4190 W x 4280 H		3990 W x 4360 H	5090 W x 5220 H**			3000 W x 4400 H	1800 W x 4400 H	3100 W x 4400 H
Live Load Allowance	10 kPa (1000kg/m ²)					20 kPa (2000kg/m ²)			15 kPa (1500kg/m ²)			20 kPa (2000kg/m ²)		
Rigging Available	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes **	Yes *	Yes *	Yes *	Yes *	Yes ¹
Utilities Available	No	No	No	No	No	Yes	Yes	Yes	No	No *	No	Yes ¹	No	No
Power Available	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes *	Yes *	Yes *
Access to Halls Via	Main Entrance Ramp (MER)					North Terrace Loading Dock (NTLD)			(NTLD)			(MER) (NTLD)	(MER) (NTLD)	(MER) (NTLD)

* Some prescribed activities/services may not be suitable within certain areas of the venue.

** The ACC will be subject to construction work from January 2012 to late 2014 which may affect the building specifications detailed above.

Please confirm your requirements with the ACC management before proceeding.

Order Forms

The ACC has many products and services available to exhibitors. Contained in this section of the exhibition handbook are the order forms which must be completed and returned to the ACC.

All forms must be returned by the specified date to;

Adelaide Convention Centre

Fax: +61 8 8210 6750

Email: exhibitions@adelaidecc.com.au

Please note that late orders will attract a late surcharge and cannot be guaranteed.

Form 1

Order Summary Form



Event Name	Stand No
Company Name	ABN
Address	
	Post Code
Contact Name	Mobile
Phone	Fax
Email	

Please indicate your orders in the table below. Once your order has been received and processed, you will be sent an Exhibitor Services Agreement which will require confirmation that you wish to proceed with the order.

Preferred payment methods are either online via the Adelaide Convention Centres Payment Gateway or EFT.

All charges for exhibitor services must be paid in full to the Adelaide Convention Centre a minimum of three (3) days prior to the move in date of your event. No services will be provided until full payment has been received. Any incurred costs will be forwarded to you at the conclusion of the event. All prices are GST inclusive.

Form No.	Details	Cost
TOTAL		\$

If you have already completed this form, but wish to add to your orders, simply complete a new form outlining the amendments and send back to the Exhibition Services Department for processing.

Form 2

Incentive Catering Order Form



Event Name	Stand No
Company Name	ABN
Address	
	Post Code
Contact Name	Mobile
Prof/ Dr/ Mr/ Mrs/ Ms/ Miss	Position
Phone	Fax
Email	
Onsite Contact	Mobile

In addition to the full range of incentive catering items, the ACC is able to provide an extensive range of food and beverage. To view various menu selections, please tick the following box and return this form to the ACC no later than 7 days prior to the move in of your event.

Please forward full exhibitor catering menu

The ACC has sole catering rights to all food and beverage products consumed and distributed within the venue and do not allow clients or exhibitors to bring any item of food or beverage into the venue without prior written approval.

Item	Quantity *	Delivery Date	Delivery Time	Total (\$)
TOTAL				\$

SERVICE INFORMATION

All items are listed as minimum quantities and should be ordered in multiples of these numbers.

- 48 hours notice for order cancellations is required. If cancellations are received after this time, the full charges will apply.
- Credit card details must be provided for all exhibitor stand catering.
- All orders placed in the fourteen (14) days leading up to the event will incur a late order fee of 25%.
- Prices are GST inclusive.

Order deadline: Fourteen (14) days prior to your event.



Exhibitor Catering Menu Selection

Package 1- Nespresso Coffee Machine

Semi automatic Nespresso Coffee Machine free standing or counter top
Self serve ideal for stand catering, accompanied with a box of 60 coffee capsules (3 varieties) inclusive of milk, sugar, paper cups and stirrers.

Build requirements

1 x 10 amp power for coffee machine

Cost: \$100.00 flat hire charge up to 5 days
Coffee capsules

\$3.80 each

Package 2- Cappuccino machine with barista

Two group automatic cappuccino machine including barista
Stylised paper cups, wooden stirrers, milk & sugar

Build requirements

1 x 15 amp power for coffee machine

1 x 10 amp power supply for refrigerator

1 x 60mm hole at the rear left hand corner of the bench for provision of water, waste and power.

Adequate storage under bench to accommodate water bottles, waste container and consumables.

Cost: \$400.00 flat hire charge for machine and trolley up to 5 days
Minimum requirement of 100 cups per day

\$3.80 per cup

All cups in addition to the minimum daily quantities will be charged for at the standard rate.

Package 3 – Chilled Beverage Dispenser

Chilled beverage dispenser 7 litres capacity (serves 20-25 people)

Cost: \$75.00 flat fee hire for dispenser, maximum up to 5 days

Additional charges for beverages:

Selection of fresh juices

\$80.00 per 7 litres

Smoothies

\$90.00 per 7 litres

Iced Tea /Iced Coffee

\$75.00 per 7 litres

Package 4- Slurpee Machine

Choice of flavours available on request.

Cost: \$150.00 flat fee hire for machine up to 5 days

Minimum requirement of 100 cups per day

\$3.50 per cup

All cups in addition to the minimum daily quantities will be charged for at the standard rate.

Package 5 - Daiquiri Machine

A variety of pre mixed cocktails (alcoholic) available on request. Includes 1 x ACC service staff

Cost: \$350.00 flat fee hire for machine for up to 5 days
 Minimum requirement of 100 cups per day \$7.00 per glass

All cups in addition to the minimum daily quantities will be charged for at the standard rate.

Package 6 – Brewed Coffee

Freshly brewed coffee with milk, sugar, cutlery, crockery and accompaniments.

Cost: Freshly brewed coffee \$55.00 per 10 cup urn
 Freshly brewed tea \$42.00 per 10 cup urn

Package 7 - Water Cooler

Cost: Ceramic water well (cooler) \$25.00 flat fee per well
 Refrigerated unit \$90.00 flat fee per unit
 11 litres spring water bottle \$12.00 per bottle

Package 8- Popcorn Machine

Includes one (1) x service staff, paper dispensing boxes or bags.

Cost: \$150.00 flat fee hire for machine duration up to 5 days
 Minimum requirement of 100 boxes/ bags per day \$3.50 each

All boxes/bags in addition to the minimum daily quantities will be charged for at the standard rate.

Package 9- Ice Creams

Selection available Cornettos and Magnums
 Alternative ice creams can be arranged upon request. P.O.A.

Cost: \$150.00 flat fee hire for freezer maximum duration up to 5 days
 Minimum requirement of 100 units per day \$4.00 each

Package 10 - Chocolate Fountain

Includes 9 kg couverture chocolate, 1kg marshmallows

Cost: \$600.00 flat fee hire of machine and additional requirements are as follows:
 Additional Marshmallows \$25.00/pkt of 50 pieces
 Additional Couverture Chocolate \$40.00 / kg
 Fruit Skewers \$2.50 each
 Strawberries \$5.00/250 grams

Package 11 – Smokin’ BBQ Package

Chevapchichi	\$4.00 each
Kangaroo Island Free Range Pork Gourmet Sausages	\$4.00 each
Marinated Chicken Shaslick with Olive Oil and Lemon Myrtle	\$9.50 each
Mini Rump Steak roll with Red Onion Jam	\$15.00 each
Seafood Shashlik with Tom Yum dipping	\$15.00 each
Cajun Spiced Prawn Skewer	\$15.00 each

Note: Barbeque set up will be supplied with the order, however, the area must be planned within the stand set up otherwise additional charges may be applicable.

Minimum order for 25 people with a minimum spend of \$35.00 per person required before service staff can be supplied FOC, otherwise staff cost is \$44 per hour minimum of 3 hours will apply.

Sauce, accompaniments and bread rolls are included in the cost.

Paper plates, napkins and plastic cutlery are supplied with the barbecue items at an additional cost of \$1.50 per person.

Please note there is limited availability for the barbeques and as such are offered on a first-come first-served basis.

Package 12 – Gelati

Selection available 5 litre tubs of gelati (flavours available on request)

Cost: \$150.00 flat fee hire for freezer maximum duration up to 5 days	
5 litre tub (range of flavours)	\$90 each
Optional: staff member to serve, minimum of 3 hours	\$44 per hour

Food Platters

Platters are suitable for a maximum of ten (10) persons and are served with paper plates, serviettes, sauces and accompaniments.



Package 13 - Biscuit Platter Platter of Biscuits 30 pieces	Cost: \$24.00 per platter
Package 14 - Happy Hour Platter Includes selection of nuts, olives, chips and pretzels	Cost: \$30.00 per platter
Package 15 – Tapas Platter Includes selection of seasoned and spiced queen olives, pickled feta, hummus, dolmades and chorizo with grilled Turkish bread.	Cost: \$75.00 per platter
Package 16 - Hunger Buster Platter Includes selection of meat filled pies, pasties and sausage rolls.	Cost: \$80.00 per platter
Package 17 - Vegetarian Delight Platter Includes selection of vegetarian spring rolls, curry puffs and samosas.	Cost: \$85.00 per platter
Package 18 - Meat Lovers Platter Includes a selection of chicken tikka, beef shaslick and meatballs.	Cost: \$95.00 per platter
Platter 19- Seafood Platter Includes selection of fried prawns, fried whiting and seasoned hot chips	Cost: \$105.00 per platter
Platter 20 – South Australian Artisan Cheese Selection with accompaniments Includes selection of South Australian cheeses with accompaniments	Cost: \$160.00 per platter
Platter 21 - Sandwich Platter Includes a mixed variety of chef selected fillings (32 points)	Cost: \$55.00 per platter
Platter 22 - Mini Cakes Platter Includes selection of chef selected mini cakes (16 pieces)	Cost: \$95.00 per platter
Platter 23 - Muffins & Danish Pastries Platter Includes selection muffins and Danish pastries (20 pieces)	Cost: \$70.00 per platter

Beverage List



ADELAIDE CONVENTION CENTRE

Non-alcoholic

Spring water 600ml	\$4.00
Selection of bottled soft drinks 600ml	\$5.00
Selection of PC juices 250ml	\$3.50
Farmers Union Iced Coffee 375ml	\$4.00
Farmers Union Chocolate Milk 375ml	\$4.00
Iced Tea (Nestea) 500ml	\$5.00
Powerade 600ml	\$5.00
Mother Energy Drink 500ml	\$5.00
Sparkling Water 500ml	\$4.50

Alcoholic

Jacob's Creek Chardonnay Pinot Noir Sparkling NV	\$30.00
Tomich M NV Chardonnay Pinot (Adelaide hills)	\$35.00
Misty Lane Sauvignon Blanc (McLaren Vale)	\$30.00
Riposte 'The Foil' Sauvignon Blanc (Adelaide Hills)	\$35.00
Mr Mick Riesling (Clare Valley)	\$30.00
St Helga Riesling (Eden Valley)	\$35.00
Sidewood Estate Pinot Gris (Adelaide Hills)	\$34.00
2Up Shiraz (McLaren Vale)	\$30.00
Maxwell 'Silver Hammer' Shiraz (McLaren Vale)	\$36.00
Scarpantoni 'School Block' Shiraz, Cabernet, Merlot blend (McLaren Vale)	\$36.00

Beers and Ales

Coopers Original Pale Ale	\$7.50 / 375ml bottle
Coopers Premium Light beer	\$6.80 / 375ml bottle
Coopers Premium Lager	\$7.50 / 375ml bottle
Coopers Clear	\$7.50 / 375ml bottle
Coopers Dark Ale	\$7.50 / 375ml bottle
Coopers Sparkling Ale	\$8.50 / 375ml bottle
Coopers 62 Pilsner	\$8.00 / 375ml bottle
James Boags Light	\$7.50 / 375ml bottle
Pure Blonde	\$8.00 / 375ml bottle
James Boags	\$8.00 / 375ml bottle
Crown Lager	\$8.00 / 375ml bottle
Heineken	\$8.50 / 330ml bottle
Corona	\$8.50 / 330ml bottle
Stella Artois	\$8.50 / 330ml bottle
Cascade Premium Light	\$6.80 / 375ml bottle
Hahn Premium Light	\$6.80 / 375ml bottle

Minimum order of half dozen.

A full beverage list can be provided on request.

Form 3

Stand Cleaning Order Form



Event Name		Stand No	
Stand Name			
Company Name		ABN	
Address			
		Post Code	
Contact Name		Mobile	
Prof/ Dr/ Mr/ Mrs/ Ms/ Miss	Position		
Phone		Fax	
Email			
Onsite Contact		Mobile	

Size of stand	metres	x	metres	Total in square meters	sqm
Type of floor surface in stand (please circle)				Carpet	Melamine
				Other (Specify)	
Special requirements					

Stand cleaning is available to all exhibitors for a cost of \$3.00 per square metre for stands under 81m². Exhibitors with stands greater than 81m² will be contacted by a representative from the ACC to discuss costs. Additional charges may be applicable should your cleaning requirements be deemed in excess of the quoted service.

Day Cleaning Required	Date Cleaning Required	Time (Optional)
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

SERVICE INFORMATION

- Standard exhibitor stand cleaning will include mopping or vacuuming of your stand, spot cleaning and dusting of glass counters and removal of rubbish from your stand at the closure of the exhibition each day.
- Care will be taken in the cleaning of exhibitor stands; however the ACC will not be held responsible for any damage to an exhibitor or their contractors stand, furniture, product or signage.
- All orders placed in the fourteen (14) days leading up to the event will incur a late order fee of 25%.
- Prices are GST inclusive.

Order deadline: Fourteen (14) days prior to your event.

Form 4

Utilities Order Form



Event Name		Stand No	
Stand Name			
Company Name		ABN	
Address			
		Post Code	
Contact Name		Mobile	
Prof/ Dr/ Mr/ Mrs/ Ms/ Miss	Position		
Phone		Fax	
Email			
Onsite Contact		Mobile	
Raised temporary floor in stand		Yes	No (please circle)
Installation Date		Removal Date	
Installation Time		Removal Time	

Water & Drainage	Compressed Air	Purpose of use/ requirements

Water & Drainage: Pit access only - \$100.00

Compressed Air Services: Pit access only - \$100.00

Required pressure _____ Kpa

Required flow rate _____ Litres per second

SERVICE INFORMATION

- Should you require continuous water and drainage during the exhibition you will need to notify the nominated exhibition contractor and ensure a service pit is located within your site. Services will not be run over aisle ways.
- It is the responsibility of the exhibitor to provide the connection and subsequent equipment from the service pit.
- All orders placed in the fourteen (14) days leading up to the event will incur a late order fee of 25%.
- Prices are GST inclusive.

Order deadline: Fourteen (14) days prior to your event.

Form 5

Standard Banner Rigging Order Form

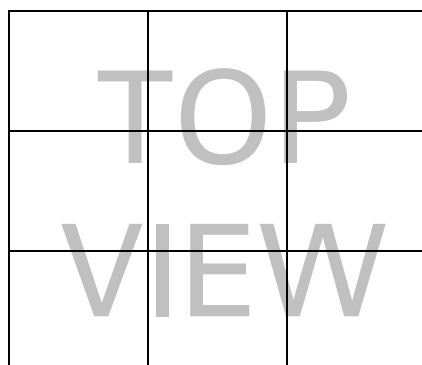


Event Name		Stand No	
Stand Name			
Company Name		ABN	
Address			
		Post Code	
Contact Name		Mobile	
Prof/ Dr/ Mr/ Mrs/ Ms/ Miss	Position		
Phone		Fax	
Email			
Onsite Contact		Mobile	

Standard banner rigging is available for \$150 per banner.

Please note: All banners must be received by the ACC no later than three (3) days prior to the move in of your event with the correct banner delivery label attached.

Item to be rigged (banner/ sign/ other)	Quantity	Width (mm)	Drop (mm)	Weight (kg)	Double Sided (Y/N)	Type of material (vinyl/ timber/ etc)



Please indicate where you would like your item/ banners rigged above your stand. A banner can be indicated on the plan by drawing a single line.

I require the lowest point of the rigged structure/ item to be hung _____m above ground level.

FRONT OF STAND

- Please attach any additional designs, photographs, images and information which may assist us.
- While the ACC will endeavour to rig your goods as accurately as possible, some locations within the venue are not able to accommodate any rigging. Should this be the case a representative from the ACC will contact you to discuss alternative options.
- All orders placed in the fourteen (14) days leading up to the event will incur a late order fee of 25%.

Order deadline: Fourteen (14) days prior to your event.

Form 6

Phone Line Order Form



Event Name	Stand No
Stand Name	
Company Name	ABN
Address	
	Post Code
Contact Name	Mobile
Prof/ Dr/ Mr/ Mrs/ Ms/ Miss	Position
Phone	Fax
Email	
Onsite Contact	Mobile

Purpose	Access (Please place a single tick in the appropriate box below)				Quantity
	Local	Mobile	STD	International	
Telephone Line					
Facsimile Line					
EFTPOS Line					

TELEPHONE SERVICES

Each communications line is subject to an installation fee of \$60.00.

Each phone line rental is charged at \$25.00 per day.

SERVICE INFORMATION

- All communication lines at the ACC are analogue and provided via the venue's PABX system.
- All lines require you to dial '0' to obtain an external line. For EFTPOS you will need to contact your bank prior to the event to inform them that there will be a '0' at the beginning of the incoming phone number.
- In the case where a facsimile or EFTPOS terminal is required, it is the responsibility of the exhibitor to arrange for the supply of a facsimile machine, EFTPOS terminal, which complies with current ACA Regulations.
- When the primary use is indicated on the order form as 'phone', a complimentary analogue telephone handset will be provided.
- The ACC does not provide internet provisioning with these services.
- All orders placed in the fourteen (14) days leading up to the event will incur a late order fee of 25%.
- Prices are GST inclusive.

Order deadline: Fourteen (14) days prior to your event.

Form 7

Broadband Internet Order Form



Event Name		Stand No	
Stand Name			
Company Name		ABN	
Address			
		Post Code	
Contact Name		Mobile	
Prof/ Dr/ Mr/ Mrs/ Ms/ Miss	Position		
Phone		Fax	
Email			
Onsite Contact		Mobile	
Raised temporary floor in stand		Yes	No (please circle)
Connection Date		Connection Time	
Disconnection Date		Disconnection Time	

Service	Daily rate	# of services
512kbps Broadband internet Includes first connection. Maximum of 5 connections per service	\$150.00	
2mbps Broadband internet Includes first connection. Maximum of 10 connections per service	\$350.00	
5mbps Broadband internet Includes first connection. Maximum of 10 connections per service	\$500.00	
10mbps Broadband internet Includes first connection. Maximum of 20 connections per service	\$850.00	
Once-off charges	Rate	Quantity
Additional connections One connection per service is included within each service hire charge	\$100.00	

SERVICE INFORMATION

- All services utilise the Dynamic Host Configuration Protocol (DHCP) which allows most computers to connect to the service automatically.
- The ACC does not provide onsite computer support. The ACC assumes clients booking this type of service are able to configure their own computer if required. These services are not provided with any type of firewall. The ACC accepts no responsibility for any viruses or computer security breaches a client may encounter while connected to the internet. The security of the service remains the responsibility of the end user at all times.
- All orders placed in the fourteen (14) days leading up to the event will incur a late order fee of 25%.
- Prices are GST inclusive.

Order deadline: Fourteen (14) days prior to your event.

Form 8

Food and Beverage Sampling Request



Event Name		Stand No
Stand Name		
Company Name		ABN
Contact Name		Mobile
Prof/ Dr/ Mr/ Mrs/ Ms/ Miss	Position	
Phone	Fax	
Email		
Onsite Contact		Mobile

Description of handling and sampling	

Should exhibitor giveaways not meet with the ACC's guidelines an External Supply Charge of \$250.00 will apply.

Please refer to page 15 of the Exhibition Handbook for specific details regarding food handling and sampling guidelines.

FOOD UNDERTAKING AND RELEASE

- 1.1** Warrants to ACC that all food brought onto ACC's premises by or on behalf of the Exhibitor (including by any of the Exhibitor's contractors) (**Food**) is safe for human consumption and complies with all applicable food safety standards and laws;
- 1.2** Warrants to ACC that all Food will be manufactured, stored, transported and prepared in accordance with all applicable food safety standards and laws;
- 1.3** Undertakes to ACC that it has in place adequate product liability insurance for any claims arising from death or injury from the consumption of the Food;
- 1.4** Releases ACC from any claim in respect of the consumption of the Food; and
- 1.5** Indemnifies ACC for all costs, expenses, damage and loss (including arising from any third party claims against ACC) in respect of the consumption of the Food at ACC's premises or arising from a breach of the above warranties.

The Exhibitor agrees that the above terms will form part of the contract between ACC and the Exhibitor and will apply regardless of whether the Food was brought on to ACC's premises with ACC's agreement or otherwise.

SIGNED for and on behalf of the Exhibitor by:

Print Name

.....

.....

Date: / /

Order deadline: Fourteen (14) days prior to your event

Form 9

Custom Stand Design Appraisal

Event Name		Stand No	
Stand Name			
Company Name		ABN	
Address			
		Post Code	
Contact Name		Mobile	
Prof/ Dr/ Mr/ Mrs/ Ms/ Miss	Position		
Phone		Fax	
Email			
Onsite Contact		Mobile	

STRUCTURAL

Dimensions of stand?			
Maximum height of stand?			
Does this stand have a ceiling?	Yes		No
What are the dimensions of the ceiling?			

FLOORING

Does your stand have a raised floor?	Yes		No
What is the height of the floor?			
Is the floor edge ramped?	Yes		No
Is there ramped access for persons with disabilities?	Yes		No

ELECTRICAL

All electrical equipment is tested and tagged in accordance with AS3760: 2010?	Yes		No
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DOCUMENTATION

Dimensioned floorplan and elevations provided	Yes		No
Graphical representation provided	Yes		No
Photographs provided	Yes		No

SUB CONTRACTOR INFORMATION

Please provide details of any sub contractors who will be working onsite for your event.

Company Name	Contact Name	Contact Number

- Appraisal by the ACC will not include the assessment of the stands structural integrity and or design.
- Should it be deemed necessary the ACC may request the assessment by an engineer or qualified professional.
- All associated costs shall remain the responsibility of the stand builder/exhibitor.
- All documentation must be provided to the Event Organiser.

Order deadline: Fourteen (14) days prior to your event.

Form 10

Forklift Approval Form



Event Name		Stand No	
Stand Name			
Company Name		ABN	
Address			
		Post Code	
Contact Name		Mobile	
Prof/ Dr/ Mr/ Mrs/ Ms/ Miss	Position		
Phone		Fax	
Email			

Type of mobile plant	Forklift	Scissor Lift	Boom Lift
Quantity			
Hire Company			
Delivery Date	Removal Date		
Delivery Time	Removal Time		
Onsite Contact	Mobile		
Delivery booked with Agility	Yes		No

Clients, exhibitors and stand builders are free to engage their own supplier for fork lifting services. However, should this be the case please note that the appointed operators or contractors will be required to provide proof of the following documents with this completed form.

- Copy of successfully completed ACC Online Contractor Induction (and building contractor induction if site conditions necessitate);
- Copy of Public Liability Insurance Certificate of Currency;
- Proof of appropriate of license;

It is a requirement that all deliveries and collections of forklifts are scheduled with the ACC's nominated representative.

North Terrace Loading Dock

P: +61 8 8210 6773

E: northteracedock@adelaidecc.com.au

All keys for forklifts/ scissor lifts/ boom lifts are to be given to the ACC Loading Dock Supervisor while not in use.

Order deadline: Fourteen (14) days prior to your event.